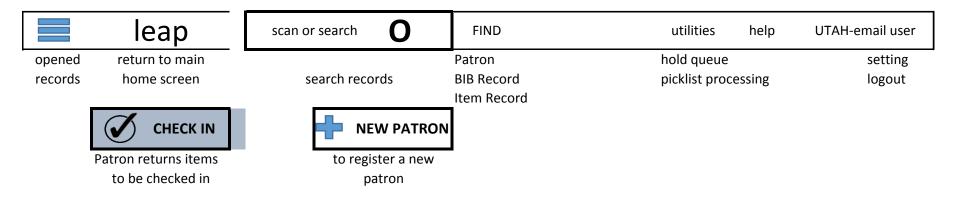
utah.polarislibrary.com/leapwebapp



How do we **CHECK OUT** items to a patron?

You may scan their card or type their name in the scan/search window. Doing this will bring up patron and authors names.

OR

You may click FIND and search the patron name,

THEN select the right patron, click open, then on the info bar click check out, SCAN BARCODES

OTHER **PATRON SERVICES** AVAILABLE IN THE PATRON PROFILE

	lame D Number egistered Librar	у	BLOCKS	NOTES	REGISTRATION	REFRESH	CLOSE
	ck Out (0) w items	Out(2)/Ov previou		Account (\$0.00) fines owing	Claims (0)/Lost (0) reports lost	Holds (2)/Held(0) patron holds	More
Scar	Scan or enter item barcode			FIND TOOL			
TITLE	CALL NI	JMBER	DUE DATE	BARCODE	MATERIAL TYPE	SHELF LOCATION	ACTION

How do I **PLACE A HOLD** for a patron?

Enter the patrons record,

click the Holds/Held tab in the tool bar

click New Hold

Enter the Title of the item in the Search for Title box, enter

Select the item the patron asked for, OPEN

Verify the date the patron would like it available,

Verify pickup location/stop

Click Place Hold, click continue, DONE.

Patron Name REGISTRATION REFRESH CLOSE

Patron ID Number

Patron Registered Library BLOCKS NOTES

Check Out (0) Out(2)/Overdue(0) Claims (0)/Lost (0) Account (\$0.00) Holds (2)/Held(0) More new items previous items fines owing reports lost patron holds When you click find tool the screen changes Scan or enter item barcode **FIND TOOL NEW HOLD** Cancel Reactivate Delete Fill Now More Filter Holds

Enter the Title, Select the correct title, OPEN, verify Activation, Expiration and pickup Location, Click Place Hold

Activation Expiration

Automatic Date Automatic 6 months

You may change

Pickup

Drop down to select location

PLACE HOLD CANCEL

these dates if requested

DONE